



Inside SAIS

June 16, 2003
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Integrity Reports

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A Visitor from ADE?

Hayford Gyampoh is visiting district and charter school offices to meet with the people involved with submission of SAIS data. He wants to maintain a strong, open line of communication between ADE and local education agencies.

ADE is aware that, after implementation of the Integrity Split feature in April, Integrity Status reports have sometimes given confusing results. We have been working hard to resolve these issues, and have found it necessary to make some formatting changes in the Student Integrity Status Report. On Monday, June 9, on the MIS Bulletin Board, we posted a listing of the changes that will be made. Anyone using the download formats should have enough time to make necessary adjustments before the changes are implemented.

The changes are tentatively scheduled to be in production on Friday, June 13.

Here is a brief description of the two integrity reports (downloads) that are available on the Student Detail download page:

The **Integrity Status Report** is available at school level. This report is grouped by the date when integrity was run and the type of integrity that was run (ADM 40th day, ELL etc). Under each of these runs is a list of students who were processed in that integrity run. (Note: there is a check box at the top of the report that allows showing only students with warnings and errors. If this box is NOT checked, ALL students processed in that integrity run will be displayed.) The report can be sorted, within integrity run date, by Student Last Name or by SAIS ID.

HOWEVER, watch out for the following catch: a student will only appear ONCE for each different integrity type on this download/report. Students appear only in the latest integrity run in which they were processed. For example: in December, an absence is submitted for a student; integrity is run, and the student appears under that integrity run

and date. This absence is deleted in March, and the student is run through Integrity again. NOW the student appears only on the March integrity run, and no longer appears on the previous December run date.

We believe the **Student Integrity Status Report** gives information that is most complete and easy-to-read (and -manage). We recommend that EVERYONE use this report!

This is a school-level report that shows one line for each student in the school. (Note: like the Integrity Status Report, this report allows showing only students who have errors and warnings. If the checkbox is NOT checked, the report will show a line for every student at the school.) Students can be sorted by last name or by SAIS ID.

A quick glance will reveal whether any student has a valid or invalid integrity status. This is an overall status that covers ALL types of integrity. Therefore, a student having a status of "invalid" may have passed ADM integrity but failed ELL integrity. Errors or warnings for a student may be reviewed by drilling down. These errors will also specify which integrity the student failed, and when this integrity was run.

Therefore, by checking this report you can get a quick overall view of which students have failed integrity, and work on correcting those students' errors.

Getting Errors when trying to open the xml reports? Instead of opening the report directly, first try saving it on your computer (any location, such as your desktop). Make sure you have an Internet Browser open, then open the report from the location where it was saved.

NEW

Summer Withdrawal Report

The Summer Withdrawal Report—**SDADMS77**—is now available through Student Detail (on the Download page). This report, available at a school level, consists of students who have been successfully uploaded to SAIS as Summer Withdrawals.



How SAIS calculates Attendance

In certain circumstances, attendance (versus absence) CAN or MUST be submitted to SAIS for funding students. These circumstances are:

- a) Homebound Students MUST report attendance to receive funding (requirement of 240 minutes a week per statute)
- b) PS Students MUST report attendance to receive funding (requirement of 360 minutes a week per statute)
- c) High School Students CAN report using attendance rather than by reporting absences to receive funding (requirement is 1200 minutes a week per statute)

During all of these situations, absences as well as attendance CAN be submitted for these students. However, absences will be ignored for funding purposes, and used purely for statistical purposes.

If a High School Student is reported using Attendance as opposed to Absences, this cannot be changed midway through the student's membership at a school. As soon as SAIS receives one attendance transaction for a particular High School Student, that student's funding will be based on attendance reporting. For any periods where attendance has not been submitted, 0 minutes of attendance will be assumed.

If attendance is submitted, the following description and example will help you understand how ADE will use it to calculate absences.

The explanation assumes a full time student with no funding changes during the period for which attendance is being calculated.

NOTE: Any changes made to a student during each week within a reporting period will cause what is termed a "membership interval", and can affect the funding for that student. Changes include: FTE, Grade, DOR, and Tuition Payer Changes; change in the 'underage' or 'overage' status of a student during a week; a PS student not having a valid SPED program service for part of a week.

For each week in the reporting period:

1. Group and sum the submitted actual attendance for the student by week. (Per School Finance, a week is considered to be Sunday through Saturday)
2. Compare the sum of the 1 week of attendance against the maximum eligible minutes per week. If the sum of 1 week of attendance is greater than or equal to the eligible minutes, then absence min-

utes = 0 for that week

Otherwise:

- a) Take the days in session for the week being calculated, and multiply by the maximum eligible minutes per day.
High School: 240 min/day (4 hours)
Pre School: 72 min/day
Homebound: 48 min/day
- b) Subtract actual or summed attendance for week, (1), from (a), then divide the result by the maximum eligible minutes per day.

This calculation yields the weekly absences for this student.

For that reporting period:

1. Sum all calculated absences over the reporting period, as calculated above.
2. This total will appear on the ADMS75 for the student. However, when transferred to Student Counts, this amount will be rounded DOWN to the nearest quarter day absence.

Example:

A student attends high school from the first day of school. We will assume that this first day of school is a Monday, and school is in session for eight straight weeks, making the 40th day fall on a Friday.

The student is only short of minutes in five of these weeks: in three of them he is 60 minutes short, in one he is 50 minutes short, and in the remaining week he is 10 minutes short.

The student's attendance should be reported as greater than or equal to 1200 minutes for the 3 weeks of perfect attendance.

For the 3 weeks (when he missed 60 minutes), his attendance will be reported as 1140 minutes.

For the week he missed 50 minutes, his attendance will be reported as 1150 minutes.

...and for the week he missed 10 minutes, his attendance will be reported as 1190 minutes.

Each of these weeks is taken through the above calculation process. The 3 weeks where he reported 1140 minutes of attendance would be calculated as follows:

a) 5 days in session times 240 minutes = 1200 required minutes.

b) 1200 required minutes minus 1140 minutes attended = 60 minutes short. Dividing that by 240 maximum eligible

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REMINDER

A summary of FY 2004 SAIS Changes is available at:

<http://www.ade.az.gov/Sais/SAIS2003-04Changes.pdf>

...with all updated documents at:

<http://www.ade.az.gov/Sais/saisdbdocs.asp>

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**Arizona Department of
Education**

**Management information
systems**

1535 West Jefferson
Phoenix, Arizona 85007

**You can find MIS on
the Web at
Http://
www.ade.az.gov
...then click
on MIS
(under
"bulletin boards"
at lower right)**

Suggestion Box

Thanks, readers, for all the comments and suggestions that followed publication of our first issue in May. You're helping us to make *Inside SAIS* a better newsletter. It's evident that a communication vehicle like this is helpful to many of you, and we'll make every effort to continue improving it.

For comments and questions, e-mail to:

insidesais@ade.az.gov

Please continue
to communicate
with us!

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minutes per day gives .25 days absence.

The week where 1150 minutes was reported would be calculated as follows:

- a) 5 days in session times 240 minutes = 1200 required minutes.
- b) 1200 required minutes minus 1150 minutes attended = 50 minutes short. Dividing that by 240 maximum eligible minutes per day gives .208 days absence.

The week where 1190 minutes was reported is calculated as follows:

- a) 5 days in session times 240 minutes gives 1200 required minutes.
- b) 1200 required minutes minus 1190 minutes attended = 10 minutes short. Dividing that by 240 maximum eligible minutes per day gives .042 days absence.

Therefore for the reporting period, this would work out as:

- 3 wks x .25 absences = 0.750 absence
- 1 wk x .208 absence = 0.208 absence
- 1 wk x .042 absence = 0.042 absence

Total: 1.000 absence

In our example, the student generated exactly 1 day of absence for the 40th day ADM reporting period.



How SAIS calculates SPED

All SPED data pertaining to the requesting district is included.

For every presence on a 40th day eligibility date, a student receives a count of .125; for every presence on a 100th day eligibility date, a student receives .05.

40th day eligibility dates are the 8th, 14th, 21st, and 28th of the months September and October.

100th day eligibility dates are the 8th, 14th, 21st, and 28th of the months September through January.

Students are funded on only the Need with maximum weight in the period.

Grades PS and KG are counted at half.

For a student's MDSSI to be counted, the student must have either (A) both HI and VI, or (B) either HI or VI and at least one of: A, EDP, MOMR, OI, and SMR.

For a student's MD to be counted, the student must have either (A) a combination of two or more of: HI, MOMR, OI, VI, or (B) one of: HI, MOMR, OI, or VI and at least one of: ED, MIMR, or SLD.

Age is validated as well.

Note: students receive no SPED funding if their exit date is before September 8 or their entry date is after January 28.

For more information on SPED (Weight, valid ages, etc.) visit School Finance's SAIS Support page:

<http://www.ade.az.gov/schoolfinance/S AISSupport/PrivateSchls/InstrReqRpts/SPEDCensusInstrsFY2003.pdf>

Reminder to Charter Schools

Check the School Finance Bulletin Board for information related to Estimated Counts and other Due Dates:

<http://www.ade.az.gov/schoolfinance/Forms/CSEnrPacFY03-04/>

SPED and ELL Year End Requirements Related to SAIS

Unlike Membership, SPED and ELL programs and services DO NOT need to be exited in SAIS at the end of the school year. In other words, no exit date or exit reason needs to be submitted to SAIS for students enrolled in these programs through the last day of school.

SAIS does expect to receive transactions after school begins in the fall of 2003 for all students enrolled in SPED and ELL programs, even if these students are continuing students and were enrolled in these programs the previous year through the last day of school.

Back issues of *Inside SAIS* will be available for reference on the ADE web site at <http://www.ade.az.gov/sais/>